



Job Opportunity

Assistant Town Clerk I

Location: 2 Renshaw Road, Darien, CT

Hours: 8:30 a.m. to 4:30 p.m., 35 hours per week

Compensation: \$49,611 to \$61,398 DOE (Grade: TC-3)
(Eligible for full benefits package including health insurance, pension plan, life insurance, paid holidays, vacation, sick leave, personal leave, and short-term disability insurance.)

Closing Date: July 21, 2017

Job Summary:

Accountable for performing a variety of responsible clerical duties in the Office of the Town Clerk involving considerable contact with the general public and special clientele, requiring analytical skills and judgement. Timeliness and accuracy of work are essential.

Supervision Received: Works under the supervision of the Town Clerk or the Assistant Town Clerk II.

Examples of Essential Duties:

- Issues certified copies of records maintained in the Town Clerk's Office in accordance with state statutes and regulations;
- Reviews materials for accuracy and completeness (ensures categorical information is completed as required), makes changes per instructions or as authorized, verifies information through cross referencing of existing computer and/or manual files or inquires by phone or form letter to sender or other work units;
- Accepts and records discharges, deeds, trade names, and maps;
- As an Assistant Registrar of Vital Statistics, issues marriage licenses, certified copies of births, marriages, and deaths;
- Assembles and mails meeting materials to Representative Town Meeting (RTM) members;
- Assists homeowners, municipal searchers and brokers with inquiries;
- Distributes meeting notices for Town boards, commissions and standing committees, in accordance with the Freedom of Information Act;
- Enters and retrieves data on computers;
- Interacts with the general public in person and on the telephone;
- Issues absentee ballots for elections;
- Issues hunting, fishing, and dog licenses;

- Maintains Burial Book for all Town cemeteries;
- Performs a variety of basic processing tasks (e.g. sorts, numbers, codes and files materials),
- Produces copies of maps through the use of a computer database or by photocopying original documents;
- Receives payments for licenses, bills, applications, fines and fees, etc.;
- Reconciles by type the fees recorded with the payments received on a daily basis;
- Receives, sorts and distributes mail;
- Searches files for information;
- Sets up and maintains records and files according to established procedures (e.g. alpha, numeric or chronological order);
- Swears in and verifies notaries;
- Uses a typewriter, personal computer and other electronic equipment to type a variety of materials including correspondence, forms, other documents and records with speed and accuracy; and
- Performs related duties as assigned.

Minimum Qualifications:

- High school diploma or GED;
- One (1) year of general clerical experience - college training in the secretarial sciences may be substituted for the general experience on the basis of 15 semester hours equaling one-half (1/2) year of experience.
- Knowledge of the functions and activities of municipal government, particularly the operation of the office, preferred;
- Background in business and/or law preferred;
- Attention to detail and accuracy;
- Ability to proofread and keep detailed records;
- Knowledge of modern office practices, procedures, equipment, and standard clerical techniques;
- Ability to prioritize and multi-task;
- Ability to learn and adapt to new computerized record keeping systems;
- Strong oral and written communication skills;
- Interpersonal skills and previous experience interfacing with the public; and
- Knowledge of Microsoft Office Suite (Excel, Word & Outlook)

Application Procedure: Applications may be emailed to kdunn@darienct.gov (Reference “Assistant Town Clerk I” in the subject line and submit attachments in Word or PDF format) or mailed to Ms. Karen Dunn, Human Resources Department, Town of Darien, 2 Renshaw Road, Darien, CT 06820. Please submit the following three (3) documents:

1. Cover Letter;
2. Resume; and
3. Typed Town of Darien Employment Application. The [Employment Application](#) is available on the Human Resources website or you may obtain the form by calling Karen Dunn at (203) 656-7338.

The Town of Darien is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.